



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

Reply to Northern Division Address

Felicia C. Cannon, Clerk of Court  
Jarrett B. Perlow, Chief Deputy  
Elizabeth B. Snowden, Chief Deputy

**INSTRUCTIONS FOR ORDERING TRANSCRIPTS  
IN MULTIPLE DEFENDANT CASES**

Court appointed counsel should contact the CJA Coordinating Attorney at 410-962-7494 to determine if coordinating counsel has been selected.

If you are **not** designated as coordinating counsel, you must do the following.

- A. File your appearance in the Fourth Circuit.
- B. File the individual docketing statement.
- C. Request that the District Judge approve any portions of the transcript that will not be ordered by coordinating counsel, such as a sentencing hearing, on a CJA Form 24.

A CJA Form 24 should not be filed unless you require additional transcription services.

If you are designated as coordinating counsel, you must do the following.

- A. Call (410) 962-3928 for Baltimore cases, or (301) 344-3104 for Greenbelt cases, to determine whether the court reporter will furnish the duplication of the transcript at the commercial rate of not more than ten cents per page. If the court reporter will furnish the copies at this rate, two vouchers will be necessary, one for transcription and one for duplication.
- B. If the court reporter will not furnish the copies at this rate, coordinating counsel should locate a commercial copying firm that will perform the service at a rate not to exceed ten cents per page. Counsel should request that the copy firm accept a CJA Form 24 and charge the CJA appropriation for payment after the service has been provided. The CJA Coordinating Attorney has a list of firms that are willing to provide the copies at the appropriate commercial rate.
- C. Coordinating counsel will file for the transcript on a CJA Form 24, noting the court reporter(s) as payee in block 16. Coordinating counsel will file for the duplication services on a second CJA Form 24, listing the commercial copying firm as payee. Attached to that voucher must be an Order, approved by the Court, listing the defendants, the names of counsel, and the number of approved copies to be made.